

**TELEPHONE CONFERENCE
NURSING HOME ADMINISTRATOR EXAMINING BOARD
MINUTES
December 18, 2003**

TELEPHONE: Dr. Robert Kessler, Robert Mulder, Jerry Schallock, Patricia Schulz, Roxann Sobek, and David Egan

EXCUSED: Patricia Benesh

STAFF PRESENT: Jerry Lowrie, Bureau Director, Roxanne Peterson, Darwin Tichenor Pat Schenck, Program Assistant, and Division of Enforcement Staff

CALL TO ORDER

Jerry Schallock, Chair, called the meeting to order at 10:46 a.m. A quorum of six members was present.

AGENDA

Addition to Agenda:

- Add Vincent Bergstrom under Item 13. b.

MOTION: Robert Mulder moved, seconded by Patricia Schulz, to approve the agenda with addition. Motion carried unanimously.

APPROVAL OF MINUTES OF SEPTEMBER 11, 2003

MOTION: Robert Kessler moved, seconded by Patricia Schulz, to approve the minutes of September 11, 2003 as written. Motion carried unanimously.

**ADMINISTRATIVE REPORT – JERRY LOWRIE, BUREAU DIRECTOR
BOARD ROSTER**

Add an E-mail address for Robert Mulder: mulderhcf@centurytel.com

2004 MEETING DATES

The Board requested that December 16, 2004 be changed to a Thursday in November, 2004 and also requested that future meeting dates not be scheduled during the month of December. Screening is scheduled for the third Thursday of each month.

SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES

Noted.

DEPARTMENT TRAVEL POLICY

Jerry Lowrie reported on the Departments travel policy. The Department will fund one Board members travel expenses for attendance at one meeting per fiscal year. If a National Association pays for one members travel expenses, the Department will pick up the expenses for a second person to attend the same meeting. National Association of Boards of Examiners of Long Term Care Administrators (NAB) meets annually.

LEGISLATIVE UPDATE PROPOSED LANGUAGE CHANGES - REVISIONS TO HFS 132.

David Egan is serving on a Sub-Committee that is revising HFS 132. The Committee reviewed Chapter 7 and revised old language. HFS 132 will be reviewed in small sections so the time for completing the revision is unknown at this time.

The Board has requested that Dave Egan continue participating on the Sub-Committee as a representative of the Board in revising proposed language changes to HFS 132.

AB-16 REQUIREMENTS FOR NURSING HOME ADMINISTRATOR LICENSES

AB-16 is currently at a standstill. Jerry Schallock, Chair will draft a letter to Representative Jean Hundertmark stating the legislation's merits and reasons why AB-16 should move out of committee. The Department will follow through by discussing the issue in greater detail with key players.

MOTION: Roxann Sobek moved, seconded by Robert Kessler, that Jerry Schallock, Chair, draft a letter to Representative Jean Hundertmark stating the legislation's merit's and reasons why the Representative should move AB 16 out of committee. Motion carried unanimously.

Telephone Conference
Nursing Home Administrator Examining Board
December 18, 2003 Minutes

**AB-314 LICENSING HOSPITAL ADMINISTRATORS AND GRANTING RULE-
MAKING AUTHORITY**

AB-314 is at a standstill and has not received a hearing as of this time.

REINSTATEMENT/RENEWAL

The Board previously requested that staff complete a background check on Nursing Home Administrators who apply for reinstatement of their license in Wisconsin. The cost of running a background check is \$ 6.00 and will be the responsibility of the applicant.

CE COURSE APPROVAL – SUSAN LANGE - LYDIA BRIDGE

MOTION: Patricia Schulz moved, seconded by Robert Kessler, to approve 24 hours of CE courses credits for Susan Lange. Motion carried unanimously.

EXAMINATION ISSUES

None.

BOARD MEMBER SPEAKING ENGAGEMENTS OR OTHER ACTIVITY

None.

NAB CONTRACT RENEWAL

The Department renewed the contract with NAB for use of the NAB Nursing Home Administrator's Licensure Examination. Two changes are proposed to become effective in 2004. The NAB Board of Governors at its meeting on November 7, 2003 will consider a \$10.00 fee increase to be effective March 1, 2004, and will also consider a recommendation from the NHA Exam Committee to provide candidates with a pass/fail status (not score reports) at the CBT Testing Center. States will continue to receive exam score reports for distribution to candidates.

MISCELLANEOUS CORRESPONDENCE/INFORMATION

None.

Telephone Conference
Nursing Home Administrator Examining Board
December 18, 2003 Minutes

NEW BUSINESS

None.

CLOSED SESSION

MOTION: Roxann Sobek moved, seconded by Patricia Schulz, to convene the meeting in Closed Session pursuant to sections 19.85(1)(a), (b), (f) and (g), Wis. Stats.: to consider the licensing or discipline of a person licensed by the Board or the investigation of charges against such a person, and to discuss the case status report and case closings. Roll Call Vote: Dr. Robert Kessler - yes; Roxann Sobek - yes; Patricia Schulz - yes; Robert Mulder- yes; Jerry Schallock – yes; David Egan - yes. Motion carried unanimously.

Open Session recessed at 11:20 a.m.

The Board deliberated on pending applications, case closings, monitoring issues, and an administrative warning in Closed Session.

RECONVENE IN OPEN SESSION

MOTION: Roxann Sobek moved, seconded by Patricia Schulz, to reconvene in Open Session at 11:35 a.m. Motion carried unanimously.

VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION

CASE CLOSINGS

None.

MONITORING REPORT

VINCENT BERGSTROM

MOTION: Robert Kessler moved, seconded by David Egan, to grant Vincent Bergstrom request for a 3-month stay of suspension. Motion carried unanimously.

ADMINISTRATIVE WARNING

DENNIS M. MATTES

MOTION: David Egan moved, seconded by Robert Mulder, to accept the Administrative Warning for Dennis M. Mattes as written. Motion carried unanimously.

PENDING APPLICATIONS

EUGENE PUCKHABER

MOTION: Robert Mulder moved, seconded by Patricia Schulz, to approve Eugene Puckhaber request to take the Nursing Home Administrators Examination. Motion carried unanimously.

EXAMINATION ISSUES

REVIEW OF STATE EXAMINATION QUESTIONS- DARWIN TICHENOR

Darwin Tichenor distributed 15-18 examination questions for the Boards review. Mr. Schallock, Chair, encouraged the Board members to review the test questions for wording and content. The Board will forward these questions to Darwin Tichenor by December 26, 2003. After HFS 132 has been re-drafted the Board members and exam center will have to change questions on the exam to match rule changes.

OTHER SUCH ITEMS AS AUTHORIZED BY LAW

None.

ADJOURNMENT

MOTION: Patricia Schulz moved, seconded by Robert Kessler, to adjourn the meeting at 11:40 a.m. Motion carried unanimously.

NEXT MEETING: MARCH 18, 2004

Agenda Items for March 18, 2003:

- Reinstatement or Renewal - Conducting Background checks.

Telephone Conference
Nursing Home Administrator Examining Board
December 18, 2003 Minutes